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GRANTLEY COLLEGE

2 Blackwood Av, Parktown, 2193

P.O. Box 87278, Houghton, 2041

Tel: 011 643 8321/8/9

info@grantleycollege.co.za

www.grantleycollege.co.za

**GRANTLEY COLLEGE OF HOSPITALITY NCV**

**ASSESSMENT POLICY**

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| **1.** | **Purpose** |
| 1.1 | To define and set out the assessment policy of COH NCV clearly. |
| 1.2 | To define the pass requirements for COH NCV. |
| 1.3 | To explain the processes of assessment in COH NCV. |
| **2.** | Commencement of Policy |
| 2.1 | Reviewed and signed 2023.  |
| **3.** | Application of the Policy |
| 3.1 | This policy is applicable to all NCV students at Grantley College. |
| **4.** | **Assessment types** |
| 4.1 | Informal Assessments – tests, tasks and projects that assess the topic knowledge of the learner, for support and remediation. |
| 4.2 | ICASS Formal assessments – tests, tasks and projects that will count towards the Internal Continuous Assessment Mark of the learner.ICASS marks are only valid until the supplementary examinations. Thereafter they must be resubmitted for consideration. |
| 4.3 | Internal Examinations – An internal examination, equivalent to the Preliminary Examinations written in Grade 12. Written annually in Level 2 – 4 in August / September. |
| 4.4 | ISAT Examinations – An internal Summative Assessment is a skills based assessment completed annually in Level 2 – 4 in August. |
| 4.4 | External Examinations – A final external examination supplied by DHET, assessing the full year’s work in each subject. Written annually in Level 2 – 4 in October. |
| **5.** | **Minimum requirements to obtain a NCV qualification NQF4** |
| 5.1 | Offer and write examinations in not fewer than seven subjects |
| 5.2 | Achieve a minimum of 40% in English First Additional Language |
| 5.3 | Achieve a minimum of 30% in Mathematical Literacy |
| 5.4 | Achieve a minimum of 40% in Life Skills and IT |
| 5.5 | Achieve a minimum of 50% in four Skills subjects |
| **6.** | **Condonation** |
| 6.1 | A condonation of one fundamental to a maximum of 5 % should the candidate need the specific fundamental subject to obtain the NCV |
| 6.2 | There is no condonation for a skills subject (vocational) |
| 6.3 | Should dyscalculia be diagnosed, and a concession be granted, a subject may be offered in the place of Mathematics / Mathematical Literacy. |
| 6.4 | Should dyslexia be diagnosed, and a concession be granted, English First Additional Language may offered with a pass mark of 25% - 30% |
| **7.** | **Requirements for Exam Entrance** |
| 7.1 | External examinations will not be available to students who have not completed the full ICASS requirements, and passed with the required subject pass mark. |
| **8.** | **Weighting of Assessments** |
| 8.1 | Fundamental Subjects

|  |  |  |
| --- | --- | --- |
| Subject | External Assessment | Internal Assessment |
| English FAL | 75% | 25% |
| Mathematical Literacy | 75% | 25% |
| Life Orientation | 75% | 25% |

 |
| 8.2 | Skills Subjects (Vocational)

|  |  |  |
| --- | --- | --- |
| Subject | External Assessment | Internal Assessment |
| Food Preparation | ISAT – 30%External – 70%Total weighting 50% | ICASS – 50%Total weighting 50% |
| Hospitality Generics |
| Hospitality Services |
| Client Services |

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| **9** | **Examination Processes** |
| 9.1 | Students must be seated a full hour before the exam is scheduled to begin.  |
| 9.2 | A student who is 30 minutes late from time of seating will wait outside until all reading is complete and then only allowed to enter the exam venue |
| 9.3 | A student who arrives at an exam AFTER the commencement of the paper will NOT BE ALLOWED TO WRITE THE EXAMINATION (Memorandum 01 of 2020) |
| 9.4 | In extreme cases – for example a motor accident or official taxi strike, the matter will be reported to the DHET on Annexure U and evaluated by the Chief Director of examinations DHET. |
| 9.5 | In case of illness, hospitalization or Covid-19, a certificate from a doctor with a covering letter explaining the absence must be submitted within 4 days. The matter will be submitted to the Chief Director of examinations DHET with a request for supplementary examinations to be writer. Please note a medical certificate stating, “illness” is insufficient evidence for absence from examinations. |
| 9.6 | Students will sit for the length of the examinations |
| 9.7 | No food or drink, even water is allowed into the examination venue. |
| 9.8 | Students will NOT BE ALLOWED to write if they are not in possession of an ORIGINAL birth certificate or ORIGINAL Identity document. The DHET does not accept a photocopy. Neither do they accept a receipt proving application acceptable. If the document has been lost, the student must apply for a temporary ID document as well as supply a signed affidavit declaring the loss of the document. The original identity documents will be stored in the strong room for the duration of the final examination period |
| 9.9 | All students must present their original timetable for entry into the examination |
| 9.10 | Seating for first session examinations is at 8 am.Seating for the second session examinations is 12 noon. |
| 9.11 | Students requiring concession assistants will be billed prior to the examinations. |
| **10** | **Variations and Review** |
| 10.1 | Grantley College reserves the right to vary, replace or terminate this policy. |
| 10.2 | Grantley College will constantly review this policy in response to any changes, memos or gazettes issued by the DHET. |